


TRAINING AND EMPLOYMENT NOTICE	NO. 8-04
	DATE October 12, 2004

TO: STATE WORKFORCE AGENCIES
FROM: CHERYL ATKINSON 
Administrator
Office of Workforce Security
SUBJECT: Training Seminars for State Workforce Agency Staff on the
Resource Justification Model (RJM)

1. **Purpose.** To announce details of two RJM training sessions for state staff.
2. **Background.** The Office of Workforce Security (OWS) has developed and, with state input, refined the RJM for budget formulation and allocation of state unemployment insurance (UI) administrative resources. The OWS is preparing to collect RJM data for the Fiscal Year (FY) 2006 allocation and the FY 2007 budget formulation processes. While there have been no revisions to the data collection process, OWS will continue to offer training to state staff on how to use the RJM to prepare state budget requests.
3. **RJM Training Seminars.** The OWS has scheduled two basic RJM training seminars in FY 2005 for state staff that will be responsible for compiling the cost data necessary to complete an RJM submission. Seminar size will be limited to 24 participants per session to permit more individual attention to each participant. Therefore, it will be necessary to limit state participation to two staff members per state - preferably one accountant or budget analyst and one UI program specialist. Regional Office training will be held separately in January 2005.

Staff who have previously attended RJM training may sign up; however, staff who have not previously attended RJM training will have priority in attending the sessions. Preparation of Performance and Capital Improvement requests will not be included in the training sessions.

4. **Schedule.** Each of the two training seminars will be conducted over a day and a half period from 9:00 a.m. to 5 p.m. the first day and from 9:00 a.m. to 12:00 p.m. the subsequent day.

EMPLOYMENT AND TRAINING ADMINISTRATION
U.S. DEPARTMENT OF LABOR
WASHINGTON, D.C. 20210

<u>Session Dates</u>	<u>Location</u>	<u>Deadline for Reservation</u>
November 16 - 17, 2004	Sacramento, California	October 18, 2004
December 8 - 9, 2004	Chicago, Illinois	November 7, 2004

5. **Costs.** The state agencies will be responsible for travel and per diem costs for state staff to attend the training sessions.
6. **Logistics.** The attachments provide information on location, hours, hotel arrangements, and ground transportation for the training seminars.
7. **Action Required.** State Administrators are requested to notify appropriate state staff of the upcoming RJM training seminars and to provide the name, title, first and second session preference of each nominee to Regional Office staff by the deadlines indicated above. The OWS will try to accommodate the session preference of each nominee; however, the size limit of each session may make this impossible for all. Each attendee is required to bring a laptop with Microsoft Office 2000© or a later version. Each laptop should also have a three and one-half inch drive, a mouse, and a numeric keyboard. Attendees should inform the National Office if they need special accommodation.
8. **Inquiries.** Direct any questions to the appropriate Regional Office.
9. **Attachments.**

RJM Training Seminar (Sacramento, California) November 16 – 17, 2004

RJM Training Seminar (Chicago, Illinois) December 8 – 9, 2004

RJM TRAINING SEMINAR
November 16 - 17, 2004

SEMINAR LOCATION:

California Employment Development Department (CEDD)
722 Capitol Mall
Room 4061
Sacramento, California 95814

HOTEL LOCATION:

Holiday Inn Capitol Plaza
300 J Street
Sacramento, California 95814
(916) 446-0100

A block of rooms has been reserved for training participants at the Sacramento Holiday Inn Capitol Plaza Hotel under the group name "U.S. Department of Labor." The room rate is \$84 single/double, plus a 12 percent tax and a \$1.50 tourism assessment fee. Each individual is responsible for contacting the hotel at (916) 446-0100 to make his/her own reservation. Please mention the group name above when making reservations to ensure the correct rate is quoted. Reservations should be made no later than October 18, 2004. After that date, the hotel will continue to accept reservations on a space and rate available basis.

Hotel check-in time is 3 p.m. and check-out time is 12:00 noon. Cancellations must be received by 6 p.m. day of arrival. Please retain the cancellation number in order to avoid any fees. If departing after 12:00 noon on confirmed departure day, you will be charged a ½ day room rate; however, you can make prior arrangements for late check-out, pending availability.

GROUND TRANSPORTATION:

The hotel does not provide free transportation from the airport. At the Sacramento International Airport, there is shuttle service available at the current charge of \$12 each way. Taxi service is available at an approximate cost of \$30 each way. If traveling in groups of 3 or more, taxi service is more feasible.

Parking is available at the Holiday Inn for \$10/day self parking or \$15/day valet parking.

The Holiday Inn Capitol Plaza is located at the edge of the Downtown Mall and across the street from Old Town Sacramento. The training will be at the EDD building, which is at the other end of the mall and two blocks south.

RJM TRAINING SEMINAR

December 8 - 9, 2004

SEMINAR /HOTEL LOCATION:

Club Quarters Hotel
111 West Adams Street
Chicago, Illinois 60603
(212) 575-0006

A block of rooms has been reserved for training participants at the Club Quarters Hotel under the group name "Federal Executive Board." The room rate is \$109 single, plus a 14.9 percent tax. Each individual is responsible for contacting the hotel at (212) 575-0006 to make his/her own reservation. Please mention the group name above and identify yourself as with the **Federal Executive Board** and use group code "**FE1207**." Reservations should be made no later than November 7, 2004. After that date, the hotel will continue to accept reservations on a space and rate available basis.

Hotel check-in time is 3 p.m. and check-out time is noon. Cancellations must be received forty-eight (48) hours prior to the day of arrival.

GROUND TRANSPORTATION:

The hotel does not provide transportation from the airport. The O'Hare and Midway Airports have a shuttle service available at the current charge of \$15 to \$18 each way. Taxi service is available at an approximate cost of \$25 to \$30 each way.

The Club Quarters Hotel is located in the heart of downtown Chicago. Travel time from O'Hare airport is approximately 60 to 90 minutes and travel time from Midway airport is approximately 45 to 60 minutes.